



# CORE

Colorado Operations Resource Engine

EMPOWERING EFFICIENCY

## General Navigation

Brooke Dunn, Department of Personnel & Administration

Susan Meade, Department of Personnel & Administration

Susan Thomson, Department of Personnel & Administration

Justin Derdowski, CGI

Cara Leudan, CGI

Stephen Arrants, CGI



# Introduction

## *General Navigation*



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# Agenda

- **Purpose**
- **Why CORE?**
- **What's new?**
- **Policy & Procedure Overview**
- **System Demo**
- **Question & Answer**



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# Purpose

- The General Navigation session provides an overview of the key user interface features of the Colorado Operations Resource Engine (CORE) application. The session will highlight how to navigate through the system, highlight the look feel of the new CORE system and demonstrate some of the new features.

# Why CORE?

- The CORE system is built on new technology and leverages the capabilities of modern personal computers including navigation with a mouse, flexible search capabilities and online help
- The system is internet browser based and does not require special software to be installed or maintained on the users personal computer
- All of the modules are integrated within the same system, use a common set of chart of account elements and have the same look and feel

# What's New?

- Graphical User Interface
- Navigate with a Mouse (point and click)
- Electronic Workflow
- Pick lists are available to select code values
- Attachments
- Powerful search capabilities
- Online Help



# Policy and Procedure Review



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# CORE Navigation

- Users should use various templates and copy forward feature to reduce data entry and ensure accuracy
- Users should leverage various help features built into the system  
(Application Help, Page and Field Help)



# CORE Navigation

## Terminology

- **Workflow**
- **Page**
- **Document**
- **Application Help**

## Definition

- Process within the system that routes documents for approval
- A unique screen that can be displayed in CORE
- A transaction (Cash Receipt, Purchase Order, etc.)
- An online view of system documentation



# System Demo



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# Demonstration Items

- Login
- Home Page
- Primary Navigation Panel
- Secondary Navigation Panel
- Search Capabilities
- Documents
- Templates and Copy Forward
- Help Features
- Inquiries



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# Review



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# Key Takeaways

- **CORE has a very different look and feel than COFRS**
- **CORE has many time saving features including: pick lists, copy forward and online help**
- **CORE will automate routing of documents for approval**
- **CORE will eliminate the need for additional systems and spreadsheets**



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# QUESTIONS



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# A Few Reminders

- **Test Drive CORE - Room 602**
- **Training Starts in April**
  - Registration instructions emailed to all
  - Register promptly for best selection of times and locations
  - Send training questions to: *core.training@state.co.us*
- **At end of conference, fill out the CORE Conference evaluation**
  - In your packet
  - Turn it in to any Conference Ambassador in a green shirt

# Stay in Touch with CORE

- Read your emails from CORE.news & CORE.training
- Send questions or comments to [CORE.news@state.co.us](mailto:CORE.news@state.co.us)
- Request access to CORE Project website  
by sending email to [CORE.news@state.co.us](mailto:CORE.news@state.co.us)
- Talk to your department leaders and CORE functional experts
- Share what you know with others on your teams



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# Thank You

